

Job Description
Missouri State Highway Patrol

Class Title: Temporary Driver Examiner (Examination Monitor)

Title Code: V09992

Effective Date: 11/15/00

Date Reviewed: 1/12/06 hrd

Date Revised: 1/12/06 hrd

Immediate Supervisor: Driver Examiner Supervisor

Position Supervised: None

FLSA Classification: Non-exempt

Working Hours: An employee in this position works an eight-hour shift as directed by the division director; however, working hours are subject to change at the discretion of the commanding authority.

POSITION SUMMARY

This is a specialized temporary position for retired uniformed driver examiners performing the responsibilities of conducting a variety of driver license examinations to determine the eligibility of individual applicants for licensure. The employee interacts with the public on a daily basis reference all facets of the drivers' examination process. An employee in this position may be assigned or transferred from one examination site or CDL test site to another as needed within a troop. Work is performed under close supervision.

DESCRIPTION OF DUTIES PERFORMED

(Any one position may not include all of the duties listed nor do the listed examples include all tasks which may be found in positions of this class.)

Administers written, oral, and visual examinations for all classes of drivers' licenses; operates equipment relative to conducting the examinations, which may include commercial drivers' license testing.

Grades examination papers and determines whether test results meet licensure requirements.

Prepares and submits various reports; maintains records and files of applicants for licenses and instruction permits.

Administers road examinations to applicants for all classes of drivers' licenses; explains improper actions to applicants during the examination and codes applications according to examination results; rides in all types of vehicles including, but not limited to, tractor-trailers, large trucks, buses, vans, cars, etc., when conducting road examinations.

Conducts off-street testing; observes and evaluates applicants performing pretrip inspections, basic control maneuvers, and motorcycle skills tests; classifies drivers by the type of vehicle they will be operating when administering pretrip, basic control, and road examination.

Answers inquiries via telephone, in person, and through written correspondence regarding the license application procedures, the Commercial Driver License Program, Missouri licensing regulations, etc.; counsels applicants concerning examination study or reason for examination failure.

Interacts with the public on a daily basis reference all facets of the drivers examination process.

Performs other related duties as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Ability to read English effectively.

Ability to communicate in English clearly and concisely, both orally and in writing.

Ability to learn the methods and procedures used in administering driver license examinations.

Ability to learn the laws, rules, and regulations pertaining to examinations for motor vehicle operators and the CDL Program.

Ability to operate basic office machines and vision testing equipment.

Ability to establish and maintain harmonious working relations with others.

Ability to work in inclement weather for extended periods of time.

Ability to verbally answer inquiries and explain testing procedures to applicants applying for licensure.

Ability to work independently with general supervision.

Ability to handle restricted and confidential information in a professional manner and maintain the information as such.

Ability to set up testing site and operate testing equipment.

Ability to enter and exit vehicles including large trucks and buses to conduct CDL or examination road tests.

Ability to exercise diplomacy and patience in dealing with the public.

Ability to provide own transportation to and from various testing sites during normally scheduled working hours.

Ability to operate a motor vehicle in accordance with Missouri State Highway Patrol policy and State of Missouri statutes.

Ability to work with material that may be of a sexual nature relating to criminal activity (i.e., written material, photographs, and/or verbal language, etc.).

Ability to work hours as assigned.

MINIMUM EXPERIENCE, EDUCATION, AND TRAINING REQUIRED

(The following represents the minimum qualifications used to accept applicants, provided that equivalent substitution will be permitted in case of deficiencies in either experience or education.)

Must be a high school graduate or possess a GED.

Must be a retired uniformed driver examiner of the Missouri State Highway Patrol.

NECESSARY SPECIAL REQUIREMENTS

Must never been convicted of a felony or any crime involving moral turpitude or have any indictment or information pending for any offense involving moral turpitude.

Must possess a valid Drivers' License.

Driver Examiners assigned to administer the CDL skills test must have successfully completed the Commercial Driver License Examiner Training course prior to administering CDL skills tests.

Pursuant to General Order 26-04, uniformed civilian employees hired after January 25, 1995, will not have brands or tattoos that a reasonable person would find offensive, such as brands or tattoos depicting or supporting criminal behavior, drug usage, nudity, profanity, promiscuity, subversive groups, bigotry, etc. Applicants will no longer be hired for uniform civilian positions if they have any brands or tattoos on the head, neck, hands, below the upper six-inch portion of the arm, or any other part of the body which would be visible while in uniform.

Retired driver examiners hired to perform the same job functions as full-time uniformed civilian personnel may be required to follow the same standards for uniform wear. Commanders will advise retired driver examiner applicants of any uniform requirements and inform applicants that the required uniform will not be issued, purchased, or maintained by the Patrol. Retired driver examiners hired as temporary employees will not receive a uniform allowance.

Retired driver examiners may be required to furnish a vehicle to transport required materials and equipment.